



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 05-13, Elimination of Social Security Numbers (SSN) on Information Research/Inquiry System (IRIS) Menus

Date: August 3, 2005

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to announce that effective August 8, 2005, the Information Research/Inquiry System (IRIS) users will no longer be able to navigate directly from IRIS Program IR600, Name Employee Inquiry, to the following IRIS Programs:

- IRIS Main Menu
- IRIS Program IR100, Current Data Menu
- IRIS Program IR200, Transaction History Menu
- IRIS Program IR300, Restricted Data Menu
- IRIS Program IR500, Personnel History Menu

If a user tries to go directly from IRIS Program IR600 to any of the IRIS menus, the message *Transfer Can Not Be Made To A Menu Screen-Select A Data Screen* will be displayed. Users will still be able to go directly from IRIS Program IR600 to any IRIS screen containing data. This modification is being made for security measures relating to the display of social security numbers on menu screens.

The IRIS procedure, which is available online at the National Finance Center's (NFC) Web site, is being updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's Home Page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by Title/Chapter* then search for IRIS on the list provided.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about IRIS to the Payroll/Personnel Call Center at **504-255-4630** or via e-mail at customer.support@usda.gov.

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